

**INVERTIS UNIVERSITY, BAREILLY**

**7.1.7.5 Circular on Scribe Policy**

IU/2022/2846

Date: 20th May 2022

**NOTICE**

**Allowing candidates to write the examinations with the help of Scribes**

The blind candidate / candidates and a small category among disabled candidates (i.e., physical disability that incapacitates a student from writing) who write the Examination with the help of scribes shall be seated in a separate room. Even if there is only one candidate a separate room and invigilator shall be provided. The answer scripts of blind candidates should be super scribed "BLIND" and be packed in the same packet of other candidates.

**Use of Scribes :** The Controller of Examinations, University of Invertis has the power to allow scribes for blind candidates and a small category among disabled candidates whose disability incapacitates the student from writing based on the recommendations of a Govt. Medical Officer not below the rank of a civil surgeon and the Principal. Such students shall be seated in a separate room. The maximum number of students belonging to the above categories allowable into an examination hall shall not exceed five. An invigilator shall be allotted to supervise them (Ratio 1:5)

**Appointment of scribes:** In case of students who are eligible to avail of the services of scribes, the University shall authorise the Dean/HODs to appoint scribes according to the following conditions.

- I. The scribe shall not be an employee of the college/centre where the examination is conducted.
- II. The scribe shall not be a relative of the student who is appearing for the examination.
- III. The educational qualifications of the scribe shall be less than those of the student.
- IV. A pro forma with declaration in the format given in Appendix 3 shall be obtained from the scribe.
- V. The proforma signed by the scribe shall be forwarded to the University (scribe application format given in the next page).

The prescribed applications form for availing the facility of Scribe (Writer) and/or grant of extra time can be taken from respective Deans/HODs.

CC To: Chancellor's Sectt.  
For the information of the Hon'ble Chancellor  
Others (through e-mail/msdn)  
All Notice Boards/ Main Gate

  
Registrar  
Invertis University  
Bareilly

  
Director Administration  
Invertis University  
Bareilly

SAMPLE OF LETTER OF UNDERTAKING FOR USING SCRIBE

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_ a candidate with \_\_\_\_\_ (name of the disability)  
appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No.  
\_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District  
\_\_\_\_\_ (name of the State). My  
qualification is \_\_\_\_\_.

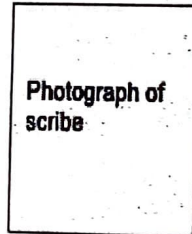
I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of  
scribe/reader/tab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that  
his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my  
right to the admission and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



(Self-Attested Photograph)

| Name of Scribe | ID of the Scribe | ID Number |
|----------------|------------------|-----------|
|                |                  |           |

  
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